



Paid Sick Leave Notification

Effective January 1, 2018, you are entitled to accrue paid sick leave. Your sick leave will accrue at one (1) hour for every 40 hours worked. You will accrue in increments of .25 (15 minutes).

You may use accrued sick leave for the following reasons:

- To care for yourself or a qualifying family member (refer to RCW 49.46.210(2) and/or the list below for the full list of eligible family members)
- When you or a family member is the victim of sexual assault, domestic violence, or stalking
- In the event that LCC or your child's school or place of care is closed by a public official for any health-related reason

A maximum of 40 hours of unused, accrued sick leave will be carried over to the next year (January).

Retaliation for using paid sick leave for authorized purposes is prohibited.

Eligible Family Members

- Child(ren) – biological and adopted
- Parent(s)
- Grandchild(ren)
- Registered domestic partner

For more information, please see the Part-time Hourly and Student Employees Leave Procedure: <http://internal.lowercolumbia.edu/departments/human-resources/assets/documents/PTLeaveProcedure.pdf>